Cross-Reference   Steps

CFMS 4: KASC   **KASC** Contracts by Agency, Status Code and Agency Contract Number Screen: This screen provide the user with the capability to inquire a listing of contracts and their titles by agency, status code, and agency contract number.

CFMS 4: KANV   **KANV** Contracts by Agency Number and Vendor Table is to provide the user with a list of CFMS contracts and their description along with vendor number and vendor name for the agency specified.

CFMS 4: KAST   **KAST** Contract by Agency and Status Code screen is to provide the user with a list of contracts, title line 1, document type and base contract amount for the agency and status code specified. Access is granted only to those contracts for which the user has security access.

CFMS 4: KBST   **KBST** Contracts By Purchasing agency (*contracting agency*) , Buyer code (*contract officer*) and Status Code: This screen provides the user with the capability to inquire a listing of contracts by purchasing agency (*contracting agency*) , buyer code (*contract officer*) and status. Key is purchasing agency (*contracting agency*) number, buyer code (*contract officer*), status and contract number.

CFMS 4: KCAS   **KCAS** Contract Amendment/Change by Agency and Status Code screen is to provide the user with a list of contract, amendment/changes by agency number, status code, and contract. Should further detail be required, the user can leaf to the desired KAMD record if he has the correct security access.

CFMS 4: KCRN   **KCRN** Contracts by Contract Review Number and Contract Number: This screen provide the user with a display of a contract's values, encumbrance, and expenditure.

CFMS 4: KIMI   **KIMI** Contracts by CFMS Invoice Number: This screen provides the user with a method of finding a Vendor Invoice Number by inquiring on the CFMS assigned Invoice Number and Contract Number.

CFMS 4: KNKN   **KNKN** Contracts by Prior Contract Number: This screen is to provide the user with the ability to inquire the old contract number and find the contract number that it was converted to in CFMS.

CFMS 4: KOF2   **KOF2** Encumbrance and Payment Information by Contract Number: This screen is to provide the user with the capability of inquiring encumbrance and payment information by fiscal year.

Cross-Reference   Steps

CFMS 4: KOF4   **KOF4** Advanced Amounts, Recoupment Collected Amount, Advance Balances, Retainage Held, Retainage Paid, and Retainage Balances by Fiscal Year by Contract Number.

CFMS 4: KPAS   **KPAS** Contract Payments by Agency and Status Code Screen: This screen is to provide the user with a list of contract payments by agency and status code. Should further detail be required, the user can leaf to the desired KINV record if security access is available.

CFMS 4: KPVN   **KPVN** Contract Payments by Payment Voucher Number: This screen is to provide the user with a contract number and vendor invoice number by payment voucher number.

CFMS 4: KSTA   **KSTA** Contracts By Status Code: This screen provides the user with the capability to inquire a listing of contracts by contract status code. Key is contract status code and contract number.

CFMS 4: KSTC   **KSTC** Contract Changes by Status Code and Change Number: This screen is to provide the user with a list of contracts by status code any changes that are in effect for the contract, the change date, the contracting agency and the contract officer code.

CFMS 4: KTLE   **KTLE** Contract By Title: This screen provides the user with the capability to inquire a listing of contracts by contract title. Key is contract title and contract number.

CFMS 4: KTNO   **KTNO** Contract By T-Number Screen: This screen provides the user with the capability to inquire a listing of contracts by contract t-number. Key is contract t-number, solicitation number, and contract number. For CFMS contracts, the solicitation number is spaces.

CFMS 4: KTN2   **KTNO** Contract By T-Number Table #2 Screen: The purpose of the Contracts By T-Number Table #2 screen is to provide the user with the capability of inquiring encumbrance, payment and retainage information by t-number and fiscal year. Key is t-number.

CFMS 4: KVIN   **KVIN** Invoices by Agency, Contract Number and Vendor Invoice Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the Agency Number, assigned Vendor Invoice Number and Contract Number. Inquire only. Access will be granted to those users with proper authority.

CFMS 4: KVNO   **KVNO** Contracts By Vendor Number Screen: This screen provides the user with the capability to inquire a listing of contracts by vendor number. Key is vendor number and contract number.

KABC   Contract Inquiry By Agency and Buyer Screen

```
ENTER FUNCTION:              TRANS: KABC
                                                      DATE:
 CONTRACTS BY PURCHASING AGENCY AND BUYER CODE TABLE   TIME:
 KEY IS AGENCY NUMBER, BUYER CODE AND CONTRACT NUMBER  TERM:

 AGENCY........: ......  :
 BUYER CODE....: ...     :

          CONTRACT                    TITLE
          ..........
          ..........
          ..........
          ..........
          ..........
```

Purpose

The purpose of the Contracts by Agency and Buyer Code (Contract Officer Code) screen is to provide the user with a list of contracts and their titles for the Contracting Agency and Buyer Code (Contract Officer Code) specified. Access is granted only to those contracts for which the user has security access.

Screen Characteristics

Inquire KONT Screen.

Procedure Cross-Reference

Chapter 2 - Contract Management Processing;

21.1 Inquiry Process

Field Completion

Field	Size	Description
Contract Title Line	40	Unprotected. Key. Optional. If left blank, the system will return a list of contracts starting with the first title in the database. If input, the list will start at the next nearest title specified.
Contract	14x10	Unprotected. Key. Optional. If left blank the system will start the list with the first contract number for the title specified. If input the system will return the list starting at the contract number specified.
Status	14x3	Protected. The status code of the contract as provided from the KONT Screen.
Status Title	14x30	Protected. The title of the status code as provided from BTAB Screen SK (Status Code - Contract).
Change Date	14x8	Protected. The date the status code was last changed.

KTNO **Contract Inquiry By T-Number Screen**

```
ENTER FUNCTION:             TRANS: KTNO
                                                    DATE:
CONTRACTS BY T-NUMBER TABLE                         TIME:
KEY IS T-NUMBER, SOLICITATION NUMBER AND CONTRACT NUMBER    TERM:

T-NUMBER...........: ..... :
SOLICITATION NUMBER: ..........
                                                    ENC
CONTRACT   STAT  VENDOR NAME            EXP DATE  REPROC DATE  FLAG
..........
..........
..........
..........
..........
..........
..........
```

Purpose   The purpose of the Contracts by T-Number Screen is to provide the user with a list of
                     contracts by T-Number. The contract list includes the contract status, vendor name,
                     expiration date and its reprocurement date. Access is granted only to those contracts for
                     which the user has security access.

Screen
Characteristics   Inquiry of KONT Screen.

Procedure
Cross-Reference   Chapter 2 - Contract Management Processing;

                     21.1 Inquiry Process.

Field Completion

Field	Size	Description
T-Number	5	Unprotected. Key. Optional. If left blank, the system will return a list of contracts starting with the first t-number in the database. If input, the list will start at that t-number if present in the database.
T-Number Title	30	Protected. Inferred interpretation of the specified t-number from BTAB Screen TA for Purchasing Contracts BTAB Screen TN for CFMS Contracts.
Solicitation Number	10	Unprotected. Key. Optional. If left blank the system will return the first solicitation number for that T-Number. CFMS Contracts this field will be blank.
Contract	13x10	Unprotected. Key. If left blank, the system will display the first contract awarded under the specified solicitation and T-Number.
Status	13x3	Protected. The inferred status of the listed contract number from the KONT Screen.
Vendor Name	13x30	Protected. The inferred vendor name from the VEND Screen for the vendor of the listed contract number.
Expired Date	13x8	Protected. The inferred contract end date from the KONT Screen for the listed contract number.
Reprocurement Date	13x8	Protected. The inferred re-procurement date from the KONT Screen for the listed contract number.
Enc Flag	13x1	Protected. The inferred encumber status based on the fiscal year displayed on the KENT Screen for the listed contract. 'E' will display if the fiscal year displayed on KENT is encumbered. 'N' will display if the fiscal year on KENT is not encumbered and a KOFY record exists. Spaces will display if the fiscal year displayed on KENT is not encumbered and a KOFY record does not exist.

KTN2   Contract Inquiry By T-Number Table #2

```
 ENTER FUNCTION:               TRANS: KTNO
                                                              DATE:
 CONTRACTS BY T-NUMBER TABLE #2                               TIME:
 KEY IS T-NUMBER                                              TERM:

 T-NUMBER...........: ..... :
 BASE AMOUNT :  .............
                                                   RETAINAGE  RETAINAGE
             NET                        AVAILABLE   AMOUNT    AVAILABLE
 FY     ENCUMBERED     PAYMENTS    ADJUSTMENTS  BALANCE       PAID     BALANCE
 ....
        ..........   ...........   ..........   ..........  ..........  ..........

 ....
        ..........   ...........   ..........   ..........  ..........  ..........

 ....
        ..........   ...........   ..........   ..........  ..........  ..........



```

Purpose   The purpose of the Contracts by T-Number Table #2 is to provide the user with the capability of inquiring encumbrance, payment and retainage information by t-number and fiscal year. Access is granted only to those contracts for which the user has security access.

Screen
Characteristics   Inquiry of KONT Screen.

Procedure
Cross-Reference   Chapter 2 - Contract Management Processing;

21.1 Inquiry Process.

Field Completion

Field	Size	Description
T-Number	5	Unprotected. Key. Optional. If left blank, the system will return a list of Fiscal Year totals for the first t-number in the database. If input, the list will start at that t-number if present in the database.
Base Amount	9.2	Protected. Calculated total contract amount of all contract header records having the same t-number on the KONT screen as the t-number being requested.
FY (1-3)	4	Protected. The inferred fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Net Encumbered (1-3)	9.2	Protected. The inferred net amount encumbered for the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Payments (1-3)	9.2	Protected. The inferred amount of payments approved for the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Adjustments (1-3)	9.2	Protected. The inferred amount of adjustments ('ADJ' change type on KAMD) for the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Available Balance (1-3)	9.2	Protected. Calculated amount of Encumbrance + Encumbrance Chg Amount – Payments + Recoupment Amount Collected – Advances + Adjustments of the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Retainage Amount Paid (1-3)	9.2	Protected. The inferred amount of retainage paid for the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.
Retainage Available Balance (1-3)	9.2	Protected. Calculated amount of retainage available balance (Retainage Amount Held – Retainage Amount Paid) for the fiscal year(s) of all contract header records having the same t-number from the KONT screen as the t-number being requested.

KVIN   **Invoices By Agency, Contract Number and Vendor Invoice Number**

```
ENTER FUNCTION:                    TRANS: KVIN
                                                           DATE:
 INVOICES BY AGENCY,CONTRACT NUMBER AND VENDOR INVOICE NUMBER   TIME:
 KEY IS AGENCY, CONTRACT NUMBER AND VENDOR INVOICE-NUMBER       TERM:

 AGENCY NUMBER..: ...... :
 CONTRACT NUMBER: ..........

 VENDOR INVOICE      VENDOR     VENDOR        NET TO      DATE      CHECK
    NUMBER           NUMBER      NAME         VENDOR      PAID      NUMBER
 ............
```

Purpose   The purpose of the Invoices by Agency, Contract Number and Vendor Invoice Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the Agency Number, assigned Vendor Invoice Number and Contract Number. Inquire only. Access will be granted to those users with proper authority.

Screen
Characteristics   Inquire KINV Screen.

Procedure
Cross-Reference   Chapter 2 - Contract Management Processing;

                          21.1 Inquiry Process

Field Completion

Field	Size	Description
Agency Number	6	Unprotected. Key. If left blank the system will start the contract list with the first contracting agency in the database. If specified the system will return the list for the agency specified.
Agency Title	35	Protected. Inferred. Title of the contracting agency from the AGCY Table.
Contract Number	10	Unprotected. Key. If left blank the system will start the contract list with the first contract number for this agency in the database. If specified the system will return the list starting at the number specified.
Vendor Invoice Number	12	Unprotected. Key. If left blank the system will start the list with the first vendor invoice number for this vendor in the database.
Vendor Number	11	Protected. The vendor number for this Contract Number from KENT screen.
Vendor Name	30	Protected. The name of the vendor from the VEND screen.
Net To Vendor	13x9.2	Protected. Computed by system to show actual payment to vendor. Net To Vendor = Payment Amount - (Retainage + Recoupment +Deferred Compensation).
Date Paid	8	Protected. Date the Accounting System check number was issued for the payment record.
Check Number	11	The accounting system check number assigned to payment identified.

KVNO Contracts By Vendor Number Screen

```
ENTER FUNCTION:              TRANS: KVNO
                                                        DATE:
 CONTRACTS BY VENDOR NUMBER TABLE                       TIME:
 KEY IS VENDOR NUMBER AND CONTRACT NUMBER               TERM:

 VENDOR.......: .......... :

                                            KONT ORD   EXP
    CONTRACT           TITLE                STAT STAT  DATE
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
    ..........
```

Purpose   The purpose of the Contracts by Vendor Number screen is to provide the user with a list of contracts and their titles for the vendor specified. Should the user require further detail for a specific contract the user can leaf to the Contract screen and obtain whatever detail is required.

Screen
Characteristics   Inquiry of KONT Screen.

Procedure
Cross-Reference   Chapter 2 - Contract Management Processing;

                      21.1 Inquiry Process.

Field Completion

Field	Size	Description
Vendor Number	11	Unprotected. Key. If left blank the system will start with the first vendor in the screen. If input the system will return with contract numbers for the vendor number requested.
Vendor Name	30	Protected. The title of the vendor from the VEND screen.
Contract Number	14x10	Unprotected. Key. If left blank the system will start with the first contract for the vendor indicated. If input the system will return the list starting at the contract indicated.
Title	14x40	Protected. The title of the contract number for the KONT screen.
Contract Status	14x3	Protected. Inferred contract record status from the KONT Screen.
Order Status	14x1	Protected. Inferred contract record ordering status from the KONT Screen.
Expired Date	14x8	Protected. Inferred contract end date from the KONT Screen.

ORPT   Online Report Submission Screen

```
ENTER FUNCTION:              TRANS: ORPT
                                                        DATE:
 ONLINE REPORT SUBMISSION SCREEN                        TIME:
                                                        TERM:
 CHOOSE REPORT TO PRINT FROM LIST BELOW (1,2,3, OR 4): .

 CHOICE     REPORT ID       REPORT NAME
 ------     ---------       ---------------------------------------------

   1        MACSBK8I        CFMS CONTRACTS > $24,999 (AGCY)
   2        MACSBK8J        CFMS CONTRACTS > $24,999 (VDR)
   3        MACSBK8K        CFMS OCR APPROVED CONTRACTS
   4        MACSBK8L        CFMS CONTS APPROVED UP TO $10,000


 FROM DATE : ........    TO DATE : ........
 (DATE FORMAT : MMDDYY OR MM/DD/YY)
```

Purpose   The purpose of the Online Report Submission screen is to provide the Office of Contractual Review with the ability to generate OCR reports (BK8s) as needed. The requested reports will be displayed in the report distribution system.

Screen Characteristics   Generate the requested OCR report.

Procedure Cross-Reference   Chapter 2 - Contract Management Processing;

28.1 Generating OCR Reports.

Field Completion

Field	Size	Description
Report to Print	1	Unprotected. Valid entries are '1', '2', '3', or '4', where each number identifies a report to be printed.
From (Date)	8	Unprotected. Identifies the first approval date to include in the report. All contracts that were approved on or after the this date will be included in the report.
To (Date)	8	Unprotected. Identifies the last approval date to include in the report. All contracts that were approved after this date will be excluded from the report.

RPT2 Online Report Submission Continuation Screen

```
 ENTER FUNCTION:                  TRANS: RPT2
                                                            DATE:
 ONLINE REPORT SUBMISSION SCREEN                            TIME:
 CHOOSE REPORT FROM LIST BELOW (1, 2, 3, 4, OR 5): .        TERM:

 CHOICE     REPORT ID       REPORT NAME
 ------     ---------       --------------------------------------------------
   1        MACBK11B        CONTRACTS BY DOC TYPE
   2        MACBK11C        CONTRACTS BY MINORITY VDR
   3        MACBK11D        CONTRACTS BY WOMEN VDR
   4        MACBK11E        CONTRACTS BY CLASS/SUB
   5        MACBK11F        CONTRACTS BY OVERALL AMT
 MACBK11A (TOP CONTRACTORS REPORT) WILL ALSO GENERATE FOR ANY CHOICE ABOVE

 DATES MUST BE ENTERED AS MMDDYY OR MM/DD/YY:
 FROM: ........ (REQUIRED)
 TO:   ........ (REQUIRED)
 NUMBER OF TOP CONTRACTORS: ... (REQUIRED)
 DOCUMENT TYPE: ...   (REQUIRED FOR REPORT CHOICE 1)
 CLASS/SUBCLASS: ... ..(REQUIRED FOR REPORT CHOICE 4)
```

Purpose   The purpose of the Online Report Submission screen is to provide the Office of Contractual Review with the ability to generate OCR reports (BK11s) as needed. The requested reports will be displayed in the report distribution system.

Screen
Characteristics   Generate the requested OCR report.

Procedure
Cross-Reference   Chapter 2 - Contract Management Processing;

28.1 Generating OCR Reports.

Field Completion

Field	Size	Description
Report to Print	1	Unprotected. Valid entries are '1', '2', '3', '4' or '5', where each number identifies a report to be printed.
From (Date)	8	Unprotected. Identifies the first approval date to include in the report. All contracts that were approved on or after the this date will be included in the report.
To (Date)	8	Unprotected. Identifies the last approval date to include in the report. All contracts that were approved after this date will be excluded from the report.
Number of Top Contractors	3	Unprotected. Required. Identifies the total number of vendors to include on the report.
Document Type	3	Unprotected. Required if the BK11B report is requested. Must be a valid entry in BTAB Screen DK (Document Type - Contract).
Class/Subclass	3/2	Unprotected. Required if the BK11E report is requested. Must be a valid code in the commodity database.

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Chapter 6 Reports

BK8F   Agency Contracts Up to $20,000 Report

Purpose   To provide the user a listing of contracts by agency and contract number that are up to $20,000.

Distribution   Agency/OCR

Frequency of Preparation   Quarterly

Sort Sequence   By agency number and contract number for contracts less than $20,000.

Page Break On   Report page break will occur when more than 1 full page of information exists or agency number changes.

Retention Requirements   One Hundred Days

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify agency
	Agency Name	30	Inferred agency name of agency number from the AGCY Table
	Cont #	10	Inferred contract number of the reported contract
	Amd #	2	Inferred amendment number of the reported amendment
	Vend/Contractor Number	11	Inferred vendor number of the reported contract
	Vendor/Contractor Name	30	Inferred vendor name of vendor number from the VEND Table
	Cont Beg Date	8	Inferred contract begin date of the reported contract

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	End Date	8	Inferred contract end date of the reported contract
	Original Cont/Amd Amount	9.2	Inferred original contract amount of the reported contract
	Expended	9.2	Inferred payments processed amount, adjustments, advance payments, and recoupments from the KOFY table ((payment amount + adjustments + advance amount) – recoupment amount)
	Remaining	9.2	Inferred remaining balance from the KONT table
	Document Type Title	40	Inferred document type title of the reported contract
	Document Type	3	Inferred document type of the reported contract or amendment
	Agency Contract #	15	Inferred agency contract # of the reported contract or amendment
	Approval Date	8	Inferred approval date of the reported contract or amendment
	Description	40	Inferred description of the reported contract or amendment
	Total for Agency Name	30	Inferred agency name of agency number from the AGCY Table (prints only when agency changes)
	Total: Agency Total, # of Contracts	3	Computed number of contracts by agency (prints only when agency changes)
	Total: Agency Total, # of Amendments	3	Computed number of contract amendments by agency (prints only when agency changes)
	Total: Agency Total, Orig Contract Amounts	9.2	Computed total of orig contract amounts for agency (prints only when agency changes)
	Total: Agency Total, Expended	9.2	Computed total of expended amounts for the agency (prints only when agency changes)
	Total: Agency Total, Remaining	9.2	Computed total of remaining amounts for the agency (prints only when agency changes)
	Total for Department Name	30	Inferred department name of agency number from the AGCY Table (prints only when department changes)

BK8N OCR Log of Approved Contracts/Amendments

Purpose   To provide OCR with a report listing all OCR approved contracts and contract amendments that are entered and tracked within CFMS. This report may be reviewed by the media and other interested parties. An OCR Number must exist. This report compares the date range requested with the begin or revised begin date on KENT. Amendments must have a valid date approved. This reports gives the total amount of contracts and contract amendments, number of contracts, number of amendments and the combined number of contracts and contract amendments by agency. It also gives the overall total amount of all contracts and contract amendments, overall number of contracts, overall number of contract amendments and the combined overall total of contracts and contract amendments. Sorted by OCR Number. This report does not go to BUNDL. This report prints online.

Distribution   Office of Contractual Review

Frequency of Preparation   On Request

Sort Sequence   By Agency

Page Break On   Agency Number

Retention Requirements   None

Report Description

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	3	Inferred number used within CFMS to identify the agency from the KONT table.
	Agency Name	35	Inferred agency name of the agency number from the AGCY Table
	OCR Number	10	The contract review number from the KONT table
	Contract #	10	Inferred contract number from the KONT table. If printing a contract amendment, the contract amendment number for the contract number from the KCHG table.

REF #	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Contract Number	15	Inferred agency contract number from the KONT table.
	Contractor Name	30	The name of the vendor of the vendor number from the VEND table.
	Approval Date	8	Inferred date approved of the reported contract from the KONT table or amendment from the KCHG table.
	Contract/Amend Amount	17	Inferred original amount from the KONT table or contract amendment amount from the KCHG table for the reported contract/amendment.
	Base Contract Amount	16	Inferred base contract amount from the KONT table.
	Total for Executive Agency	18	Computed total of the base contract amount for the agency (prints only when agency changes).
	Total Contracts	7	Computed total of contracts for the agency (prints only when agency changes).
	Total Amendments	7	Computed total of contract amendments for the agency (prints only when agency changes).
	Total: Contract/Amendments.	7	Computed total of contract and contract amendments for the agency (prints only when agency changes).
	Overall Total For All Departments	18	Computed total of the base contract amount for all departments (prints when report ends).
	Overall Total Contracts	7	Computed total of contracts for all departments (prints when report ends).
	Overall Total Amendments	7	Computed total of amendments for all departments (prints when report ends).
	Overall Total Contracts/Amendments	7	Computed total of contract and contract amendments for all departments (prints when report ends).

BK51A   Contracts Grouped By Agency and T-Number

Purpose   To provide the user with a listing of contracts by agency and t-number.

Distribution   Agency

**Frequency of
Preparation**   Monthly

**Sort
Sequence**   By Agency Number, T-Number, and Contract Number

**Page
Break On**   Report page break will occur when more than one full page of information exists or agency number changes.

**Retention
Requirements**   Forty-five days

**Report
Description**

REF#	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Agency Number	6	Number used within AGPS/CFMS to identify the agency
	Agency Name	35	Inferred agency name of agency number from the AGCY Table.
	T-Number	5	The tracking number for the contract from the KONT record
	T-Number Name	30	Inferred description of the t-number from the BTAB TN table
	Contract Number	10	Inferred contract number of the reported contract
	# of Amd	2	Inferred contract amendment number of the reported contract
	Vend/Contractor Number	11	Inferred vendor number of the reported contract
	Vend/Contractor Name	19	Inferred vendor name of the vendor number from the VEND Table

REF#	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Orig Begin Date	8	Inferred original contract begin date of the reported contract
	Orig End Date	8	Inferred original contract end date of the reported contract
	Rev Begin Date	8	Inferred revised contract begin date of the reported contract
	Rev End Date	8	Inferred revised contract end date of the reported contract
	Base or Amd Chg Amt	9.2	Inferred base contract amount from the KONT table or contract amendment amount from the KCHG table for the reported contract amendment
	Acct Reqd	1	Inferred account required flag from the KONT table of the reported contract
	FY	2	Inferred fiscal year(s) of the related KOFY table for the contract number reported
	Encumbrance	9.2	Inferred encumbered from the KOFY table for the reported contract number
	Encumbrance Chg Amount	9.2	Inferred encumbrance change amount from the KOFY table for the reported contract number
	Net Encumbrance	9.2	Inferred payments processed amount from the KOFY table for the reported contract number
	Payments Processed	9.2	Inferred encumbrance change amount from the KOFY table for the reported contract number
	Adjustments	9.2	Inferred adjustments amount from the KOFY table for the reported contract number
	Available Balance	9.2	Inferred available balance from the sum of the KOFY records (NET Enc Amount – (Payment Amount + Adjustments)) for the reported contract number
	Retainage Amt Paid	9.2	Inferred retainage amount from the KOFY table for the reported contract number
	Retainage Avail Bal	9.2	Inferred retainage available balance from the KOFY table (Retainage Amount Held – Retainage Amount Paid) for the reported contract number

REF#	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Job #	8	Inferred job number from the KACG table for the reported contract number
	AD	2	Inferred account distribution number from the KACG table for the job number and contract number being reported
	FY	4	Inferred fiscal year from the related KACG table for the job number, account distribution and contract number being reported
	Total Contracts	4	Computed number of contracts for the t-number being reported (prints only when the t-number changes)
	Total by Fiscal Year: FY	2	Inferred fiscal year of all contracts for the t-number being reported (prints only when the t-number changes)
	Total by Fiscal Year: Encumbrance	9.2	Computed total of all encumbrance amounts for the fiscal year and t-number being reported (prints only when the t-number changes)
	Total by Fiscal Year: Encumbrance Chg Amount	9.2	Computed total of all encumbrance change amounts for the fiscal year and t-number being reported (prints only when the t-number changes)
	Total by Fiscal Year: Net Encumbrance	9.2	Computed total of all net encumbrance amounts for the fiscal year and t-number being reported (prints only when the t-number changes)
	Total by Fiscal Year: Payments Processed	9.2	Computed total of all payments processed for the fiscal year and t-number being reported (prints only when the t-number changes)
	Total by Fiscal Year: Adjustments	9.2	Computed total of all adjustments for the fiscal year and t-number being reported (prints only when the t-number changes)
	Total by Fiscal Year: Available Balance	9.2	Computed total of all available balances for the fiscal year and t-number being reported (prints only when the t-number changes)
	Total by Fiscal Year: Retainage Amt Paid	9.2	Computed total of all retainage paid amounts for the fiscal year and t-number being reported (prints only when the t-number changes)

REF#	FIELD NAME	SIZE	DESCRIPTION OF INFORMATION
	Total by Fiscal Year: Retainage Avail Bal	9.2	Computed total of all retainage available balances for the fiscal year and t-number being reported (prints only when the t-number changes)
	Grand Total: Base Amount	9.2	Computed base contract amount of all contracts for the t-number being reported (prints only when the t-number changes)
	Grand Total: Encumbrance	9.2	Computed total of all the fiscal year encumbrance amounts for the t-number being reported (prints only when the t-number changes)
	Grand Total: Encumbrance Chg Amount	9.2	Computed total of all the fiscal year encumbrance change amounts for the t-number being reported (prints only when the t-number changes)
	Grand Total: Net Encumbrance	9.2	Computed total of all the fiscal year net encumbrance amounts for the t-number being reported (prints only when the t-number changes)
	Grand Total: Payments Processed	9.2	Computed total of all the fiscal year payments processed for the t-number being reported (prints only when the t-number changes)
	Grand Total: Adjustments	9.2	Computed total of all the fiscal year adjustments for the t-number being reported (prints only when the t-number changes)
	Grand Total: Available Balance	9.2	Computed total of all the fiscal year available balances for the t-number being reported (prints only when the t-number changes)
	Grand Total: Retainage Amt Paid	9.2	Computed total of all the fiscal year retainage paid amounts for the t-number being reported (prints only when the t-number changes)
	Grand Total: Retainage Avail Bal	9.2	Computed total of all the fiscal year retainage available balances for the t-number being reported (prints only when the t-number changes)

KABC   **Contract Inquiry By Agency and Buyer Screen:** The purpose of the Contract Inquiry by Agency and Buyer screen is to provide the user with a list of contracts and their titles for the Contracting Agency and Buyer Code specified. Access is granted only to those contracts for which the user has security access.

KACG   **Contract Accounting Distribution Screen:** The purpose of the Contract Accounting Distribution screen is to provide the ability to add, change, delete or inquire an accounting distribution record. This record provides the interface with the accounting system to allow for pre-encumbrance or encumbrance of funds in the accounting system. The action code identifies the type of transaction that is processed in the accounting system.

KADS   **Contract Accounting Distribution Summary Table:** The purpose of the Contract Accounting Distribution Summary screen is to provide the user with a list of the accounting distributions defined for a contract by fiscal year. Access is granted only to those contracts for which the user has security access.

KAMD   **Contract Amendment/Change Screen:** The purpose of the Contract Amendment/Change screen is to provide the user with the capability to add, change, delete or inquire contract amendment/change records. Access to the records is granted only to those users that have security access.

KANO   **Contract Inquiry By Purchasing Agency Screen:** The purpose of the Contract Inquiry by Purchasing Agency screen is to provide the user with a list of contracts and their titles for the agency specified. Access is granted only to those contracts for which the user has security access.

KANV   **Contract By Agency Number and Vendor Screen:** The purpose of the Contracts by Agency Number and Vendor Table is to provide the user with a list of CFMS contracts and their description along with vendor number and vendor name for the agency specified.

KARD   **Contract Audit Tickler Screen:** The purpose of the Contract Audit Tickler screen is to provide the user with the ability to add, maintain and generate tickler letters and reports. The letters and reports are generated based on audit and resolution due dates stored on the Contract Audit screen (KAUD). Access is granted only to those contracts for which the user has security access.

KASC   **Contracts By Agency, Status and Agency Contract Number Screen:** The purpose of the Contracts by Agency, Status and Agency Contract Number screen is to provide the user with a list of contracts and their titles for the contracting agency, status code and agency contract number specified. Access is granted only to those contracts for which the user has security access.

KTLE   **Contract Inquiry By Contract Title Screen:** The purpose of the Contract Inquiry by Contract Title screen is to provide the user with a list of contracts with title matching the one specified. The contract list includes the contract status and its change date. Access is granted only to those contracts for which the user has security access.

KTNO   **Contract Inquiry By T-Number Screen:** The purpose of the Contract Inquiry by T-Number screen is to provide the user with a list of contracts by T-Number. The contract list includes the contract status, vendor name, expiration date and its reprocurement date. Access is granted only to those contracts for which the user has security access.

KTN2   **Contract Inquiry By T-Number Table #2 Screen:** The purpose of the Contract Inquiry by T-Number Table #2 screen is to provide the user with the capability of inquiring encumbrance, payment and retainage information by t-number and fiscal year. Access is granted only to those contracts for which the user has security access.

KVIN   **Invoices By Agency, Contract Number and Vendor Invoice Number:** The purpose of the Invoices by Agency, Contract Number and Vendor Invoice Number screen is to provide the user with a method of finding a Vendor Invoice Number by inquiring on the Agency Number, assigned Vendor Invoice Number and Contract Number. Inquire only. Access will be granted to those users with proper authority.

KVNO   **Contracts By Vendor Number Screen:** The purpose of the Contracts by Vendor Number screen is to provide the user with a list of contracts and their titles for the vendor specified. Should the user require further detail for a specific contract the user can leaf to the Contract screen and obtain whatever detail is required.

ORPT   **Online Report Submission Screen:** The purpose of the Online Report Submission screen is to provide the Office of Contractual Review with the ability to generate OCR reports (BK8s) as needed. The requested reports will display in the report distribution system.

RPT2   **Online Report Submission Continuation Screen:** The purpose of the Online Report Submission Continuation screen is to provide the Office of Contractual Review with the ability to generate OCR reports (BK11s) as needed. The requested reports will display in the report distribution system.

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M304E   **CONT AMT INVALID,CAN'T APPROVE**

CAUSE: Date Approved entered and the Base Contract Amount is changed to a non-numeric value.
SOLUTION: Enter a numeric Base Contract Amount.

M305E   **STAT CODE MUST = INI TO DELETE**

CAUSE: Contract Status Code is greater than 'INI' and the contract is being deleted.
SOLUTION: Status Code must equal 'INI' to delete.

M306E   **ERROR UPDATING KENL RECORD**

CAUSE: Error occurred when the system attempted to update the KENL table.
SOLUTION: Contact the ISIS Help Desk for assistance.

M307E   **ERROR UPDATING KACG RECORD**

CAUSE: Error occurred when the system attempted to update the KACG table.
SOLUTION: Contact the ISIS Help Desk for assistance.

M308E   **ERROR UPDATING AGCY RECORD**

CAUSE: Error occurred when the system attempted to update the AGCY table.
SOLUTION: Contact the ISIS Help Desk for assistance.

M312E   **NTE DEF COMP AMT < AMT PAID**

CAUSE: Not To Exceed Deferred Comp Amount entered is less than the amount of Deferred Comp Amount Paid.
SOLUTION: Enter an amount that is greater than or equal to the amount of Deferred Comp Amount Paid.

M313E   **MUST CHANGE STATUS CODE TO RDY**

CAUSE: Contract Status Code has been changed to a Status Code other than 'RDY' and the prior Status Code equaled 'CXM' or Status Code is being changed to 'CXM' and the prior Status Code did not equal 'RDY'.
SOLUTION: Change the contract Status Code to 'RDY'.

M314E   **DATE APPROVED NOT ALLOW ON ADD**

CAUSE: Valid Date Approved entered and the function equals 'Add' or 'A'.
SOLUTION: Delete the Date Approved.

M315E   ADD-AMD AMT NOT ALLOWED

CAUSE: Amendment/Change Amount is greater than spaces and the Amendment/Change Type Code
equals 'CNB'.

SOLUTION: Change the Amendment/Change Amount to spaces.

M316E   AMD TITLE 1 CAN'T BE BLANK

CAUSE: Amendment/Change Title line 1 is required and has been left blank.

SOLUTION: Enter Title line 1.

M317E   CHG TYPE IS REQUIRED

CAUSE: Amendment/Change Type Code is required and has been left blank.

SOLUTION: Enter an Amendment/Change Type Code that is a valid entry in BTAB Table KC (CFMS
Amendment Change Type Code).

M318E   CHG TYPE IS INVALID

CAUSE: Amendment/Change Type Code entered is not a valid entry in BTAB Table KC (CFMS
Amendment Change Type Code).

SOLUTION: Enter an Amendment/Change Type Code that is a valid entry in BTAB Table KC.

M319E   KOFY MUST EXIST FOR KAMD

CAUSE: Amendment/Change Status Code has been changed to 'ENO' and a KOFY record does not
exist for the fiscal year displayed on KAMD.

SOLUTION: Enter a KOFY record for the year identified on KAMD.

M320E   CAN'T ENC - CONT NOT ENC/APRV

CAUSE: Approval date has been entered on the amendment and the Approval date field on KENT is
blank, or the amendment Status Code has been changed to ENO (encumber on-line) and the
contract is not encumbered.

SOLUTION: Encumber or approve the contract before encumbering or approving the amendment.

M321E   ERROR READING BINS RECORD

CAUSE: Error occurred when the system attempted to read data stored on the BINS table.

SOLUTION: Contact the ISIS Help Desk for assistance.

M322E   FY MUST = PFY FOR ADJ/N

CAUSE: Send to Accounting flag equals 'N' and the Fiscal Year is not a prior fiscal year.

SOLUTION: Change the Send To Accounting flag to 'Y' or change the Fiscal Year to a prior year.

M797E   **CAN'T ENTER AMT WITH CHG TYPE**

    CAUSE: Amendment/Change Amount is greater than zero and the Amendment/Change Type Code equals 'CHG', 'SUB', and 'TRM'.

    SOLUTION: Change the Amendment/Change Amount to zero.

M798E   **REV BEG DTE NOT ALLOWED ON TRM**

    CAUSE: Amendment/Change Type equals 'TRM' and a date has been entered in the Revised Begin Date field.

    SOLUTION: Delete the Revised Begin Date.

M799E   **TO DAY TO PAY REQUIRED**

    CAUSE: To Day to Pay is required and has been left blank.

    SOLUTION: Enter a valid To Day to Pay.

M800E   **CAN'T CHG VEND DUE TO STAT**

    CAUSE: Vendor status is casual (status = '5' on VENC) and the status has been changed to a Status Code greater the 'RDY'.

    SOLUTION: Vendor must be activated by the Office of Statewide Reporting and Accounting Policy (OSRAP).

M801E   **CAN'T CHG TO AIN FROM STAT**

    CAUSE: Status Code has been changed to 'AIN' from a Status Code other than 'RDY' or 'PES'.

    SOLUTION: Change the Status Code to 'RDY' then to 'AIN'.

M802E   **AMD EFF DTE NOT IN CONT BG/END**

    CAUSE: Amendment/Change Type Code AMD and an Amendment Effective Date not within the Contract Begin and End Dates.

    SOLUTION: Amendment Effective Date must fall within the Contract Begin and End Dates.

M803E   **CAN'T APPROVE -KENT APVD BLANK**

    CAUSE: Contract that the date Approved has not been entered on KENT and the Date Approved is being entered on KAMD.

    SOLUTION: The date Approved field must be entered on KENT.

M804E   **CAN'T ENCUMBER - NO KCAC**

    CAUSE: No KCAC is entered and the Status Code is being changed to either 'ENO' or 'ENB'.

    SOLUTION: Enter a KCAC record for the contract.

M805E   **CAN'T CHG- KAMD STAT NOT = RDY**

    CAUSE: Changing a contract with an Amendment Status Code not equal to 'RDY'.
    SOLUTION: The amendment should be at a Status Code of 'RDY'.

M806E   **HDET DELETE FAILED**

    CAUSE: System attempted to delete the associated HDET record for the record to be deleted and the delete failed.
    SOLUTION: Contact the ISIS Help Desk for assistance.

M807E   **HDET WITH INI STATUS NOT FOUND**

    CAUSE: System attempted to delete the associated HDET record for the record to be deleted and could not find a HDET record at INI (Initialize CFMS Record) status.
    SOLUTION: Contact the ISIS Help Desk for assistance.

M808E   **CAN'T DELETE DATE APVD AT STAT**

    CAUSE: Agency user is attempting to delete the approval date on KAMD.
    SOLUTION: Cannot delete the approval date on KAMD. Agency user must drop KAMD Status Code to 'RDY', which will delete the approval date on KAMD.

M809W   **AMENDMENT QUEUED TO PRINT**

    CAUSE: KAMD Status Code is changed to 'PRO' to request an Amendment Print Summary Report.
    SOLUTION: No action necessary. Amendment summary will be printed.

M811E   **NOT ENC - CAN'T ENC CNCL**

    CAUSE: Contract Status Code has been changed to 'CEB' or 'CEN' and the contract is not encumbered.
    SOLUTION: No action necessary. There is no contract encumbrance to cancel.

M812E   **CAN'T CHG AMT - CNB ENCUMBERED**

    CAUSE: Amendment/Change Amount has been changed and the record has been encumbered.
    SOLUTION: No action necessary. Amount can not be changed.

M813E   **CAN'T ADD PAYMENT TYPE PP**

    CAUSE: Invoice entered with a Payment Type equaled to 'PP' (Periodic Payment).
    SOLUTION: Periodic Payment invoice are system generated and can not be added by the user. If the Payment type is incorrect change the Payment Type.

M984W   **VERIFY FUNDING SOURCES ON KEN2**

      CAUSE: Changed Status Code to RDY on KAMD for an AMD type change.

      SOLUTION: Verify funding sources, if necessary.

M985E   **ONLY OCR CAN CHANGE OCR APVD**

      CAUSE: Agency user is attempting to change the OCR APVD field on KENT or the OCR APPVD field on KAMD.

      SOLUTION: Once OCR has approved a contract or amendment record, only OCR can change theOCR APVD field on KENT or the OCR APPVD field on KAMD.

M986E   **SELECTION MUST BE Y OR N**

      CAUSE: Value other than 'Y' (Yes) or 'N' (No) entered in the OCR APVD field on KENT, OCR APPVD field on KAMD, or the ADDED BY OCR field on KEN2.

      SOLUTION: Enter 'Y' or 'N' in the OCR APVD field on KENT, OCR APPVD field on KAMD, or the ADDED BY OCR field on KEN2.

M987E   **EFF FRM DATE OUTSIDE CONT DATE**

      CAUSE: Date entered on KINV in the EFFECTIVE BILLING FROM field is outside of the Contract begin and end dates.

      SOLUTION: Enter a valid date in the EFFECTIVE BILLING FROM field on KINV.

M988E   **EFF TO DATE OUTSIDE CONT DATE**

      CAUSE: Date entered on KINV in the EFFECTIVE BILLING TO field is outside of the Contract begin and end dates.

      SOLUTION: Enter a valid date in the EFFECTIVE BILLING TO field on KINV.

M989E   **AGENCY NOT AUTH FOR DOC TYPE**

      CAUSE: Agency is not listed on BTAB, Type Table 'DA' as authorized to use document type.

      SOLUTION: Correct document type or request authorization to use document type from the OCR.

M990E   **CAN'T CANCEL > AVAIL BAL**

      CAUSE: KAMD status code is being changed to 'CEN'. Amount being canceled on KAMD Change Types 'AMD', 'SUB', 'INC', 'DEC' or 'ADJ' is greater than the available balance on KOFY.

      SOLUTION: Process an Accounting Change Type on KAMD to increase or decrease the encumbrance.

M991E   **ENC AMOUNT > BASE AMOUNT**

CAUSE:	KENT or KAMD status code is being changed to 'ENO' or 'ENB' and the overall encumbered amount for this contract will exceed the base amount on KENT.
SOLUTION:	Total Net Encumbrance for all fiscal years plus the P-E/Enc Amount from KACG or KCAC exceed the base amount on KENT. Check all AMD Change Types to see if a date approved exists or decrease the P-E/Enc Amount on KACG or KCAC. If you are changing the P-E/Enc Amount, the KOFY Not To Exceed Amount for the current fiscal year may need updating.

M992E   **CAN'T CHG AMOUNT – KENT AT ENB**

CAUSE:	KACG P-E Enc Amount is being changed and the status code on KENT equals 'ENB'.
SOLUTION:	Change the status code on KENT to 'RDY'. Once KENT status code is at 'RDY', change the P-E Enc Amount on KACG. The KOFY Not To Exceed Amount may need to be updated. To return the status code on KENT to 'ENB' you would follow the basic required process flow (RDY→AIN→APC).

M993E   **ADD KCAC BEFORE AIN – ACCT CHG**

CAUSE:	KAMD status code is being changed to 'AIN' and no KCAC exists or KAMD Change Type is 'CNB' and KOF2 available balance equals '0'.
SOLUTION:	A KCAC is required for KAMD Change Types 'INC', 'DEC', 'SUB', 'CHG' and 'ADJ' before the KAMD status code can be brought to 'AIN'. Enter KCAC before changing the status code on KAMD to 'AIN'. If processing a 'CNB' Change Type on KAMD, KOF2 available balance must be > '0'. If the KOF2 available balance is not > '0', cannot process 'CNB'.

M994E   **CONT-AMD-AMT < KCAC SUM**

CAUSE:	KAMD Amd/Chg Amount is being changed to an amount less than the KCAC P-E Enc Amount.
SOLUTION:	The KAMD Amd/Chg Amount and the total of all KCAC P-E Enc Amount fields must be equal. Change the KAMD Amd/Chg Amount or the KCAC P-E Enc Amount to equal.

M995E   **CONT-AMD-AMT > KCAC SUM**

CAUSE:	KAMD Amd/Chg Amount is being changed to an amount greater than the KCAC P-E Enc Amount.
SOLUTION:	The KAMD Amd/Chg Amount and the total of all KCAC P-E Enc Amount fields must be equal. Change the KAMD Amd/Chg Amount or the KCAC P-E Enc Amount to equal.

M996E   **KCAC SUM IS POSITIVE**

CAUSE:	KAMD Amd/Chg Amount is being changed to a negative amount and the KCAC Action Code equals 'C' or 'I'.
SOLUTION:	Change the KAMD Amd/Chg Amount to a postive amount that equals the total of all KCAC P-E Enc Amount fields or change the KCAC Action Code to an R.

M997E   **KCAC SUM IS NEGATIVE**

CAUSE: KAMD Amd/Chg Amount is being changed to a positive amount and the KCAC Action Code equals 'R'.
SOLUTION: Change the KAMD Amd/Chg Amount to a negative amount that equals the total of all KCAC P-E Enc Amount fields or change the KCAC Action Code to a 'C' or 'I'.

M998W   **REC CANCELLED-DATE APRV EXISTS**

CAUSE: KAMD status code is being changed to 'CXM' and a valid date approved exists.
SOLUTION: Delete the date approved entered on KAMD

M999E   **CAN'T APRV – OCR APPROVAL REQD**

CAUSE: Date approved is being entered by a userid Executive Agency that does not equal '107OCR' on KENT or KAMD Change Types 'AMD' or 'TRM' and an Office of Contractual Review Number exists for this contract.
SOLUTION: Contact the Office of Contractual Review.

N001E   **DEFERRED COMP PYMT IN PROG**

CAUSE: Value of 'N' (Not Applicable) is being entered into the Deferred Comp Billing Basis on KEN2 and a invoice on KINV equals status code 'PYB'.
SOLUTION: Wait until the nightly cycle has processed the invoice on KINV at status code 'PYB' to a 'PYS' status code or drop the invoice on KINV at a 'PYB' status code to a 'RDY' status code. Once the KINV status code equals 'RDY', go to KEN2 and change the Deferred Comp Billing Basis to an 'N' (Not Applicable).

N002E   **MUST CHG APVD TRM TO RDY**

CAUSE: Date approved is being entered on KAMD Change Types 'AMD' or 'TRM'.
SOLUTION: A KAMD Change Type 'TRM' exists with an approval date. If Agency user, drop KAMD Status Code to 'RDY', which would delete the approval date. If OCR user, delete the approval date on KAMD. User would then be able to approve KAMD Change Types 'AMD' or 'TRM'.

N003E   **NOT AUTH FOR PAYING AGCY**

CAUSE: User is trying to ADD or CHANGE the paying agency on KACG or KCAC.
SOLUTION: User does not have maintenance authority on BAAT for the paying agency being entered on KACG or KCAC.

N004E   **MUST USE PAPV TO APV CFMS DOC**

CAUSE: User is trying to approve a CFMS document on PASM.
SOLUTION: Use PAPV to approve all CFMS documents requiring electronic approval.

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M805E   CAN'T CHG- KAMD STAT NOT = RDY

CAUSE: Changing a contract with an Amendment Status Code not equal to 'RDY'.
SOLUTION: The amendment should be at a Status Code of 'RDY'.

M806E   HDET DELETE FAILED

CAUSE: System attempted to delete the associated HDET record for the record to be deleted and the delete failed.
SOLUTION: Contact the ISIS Help Desk for assistance.

M807E   HDET WITH INI STATUS NOT FOUND

CAUSE: System attempted to delete the associated HDET record for the record to be deleted and could not find a HDET record at INI (Initialize CFMS Record) status.
SOLUTION: Contact the ISIS Help Desk for assistance.

M808E   CAN'T DELETE DATE APVD AT STAT

CAUSE: Agency user is attempting to delete the approval date on KAMD.
SOLUTION: Cannot delete the approval date on KAMD. Agency user must drop KAMD Status Code to 'RDY', which will delete the approval date on KAMD.

M809W   AMENDMENT QUEUED TO PRINT

CAUSE: KAMD Status Code is changed to 'PRO' to request an Amendment Print Summary Report.
SOLUTION: No action necessary. Amendment summary will be printed.

M811E   NOT ENC - CAN'T ENC CNCL

CAUSE: Contract Status Code has been changed to 'CEB' or 'CEN' and the contract is not encumbered.
SOLUTION: No action necessary. There is no contract encumbrance to cancel.

M812E   CAN'T CHG AMT - CNB ENCUMBERED

CAUSE: Amendment/Change Amount has been changed and the record has been encumbered.
SOLUTION: No action necessary. Amount can not be changed.

M813E   CAN'T ADD PAYMENT TYPE PP

CAUSE: Invoice entered with a Payment Type equaled to 'PP' (Periodic Payment).
SOLUTION: Periodic Payment invoice are system generated and can not be added by the user. If the Payment type is incorrect change the Payment Type.

M814E   **ACCT PERIOD NOT = KOFY FISC YR**

CAUSE: The fiscal year in the Accounting Period does not equal a Fiscal Year on KOFY.
SOLUTION: Enter an Accounting Period fiscal year that equals a Fiscal Year on KOFY.

M815E   **VENDOR LOCATION CODE REQUIRED**

CAUSE: Vendor Location Code is required and has been left blank.
SOLUTION: Enter a valid Vendor Location code for the FEIN identified.

M816E   **FIELDS NOT AUTH-CHG BY USERID**

CAUSE: Agency user is attempting to change a contract record that was added by OCR, Agency user is attempting to change (non-exempt fields) a contract record added by the Agency but approved by OCR or the OCR user is attempting to change (fields other than the OCR allowed fields) a contract record that was added the agency.
SOLUTION: OCR can only change records that were added by OCR and the agency can only change records that were added by the agency without a OCR Contract Review Number.

M817E   **IN REVIEW - ONLY CHG STATUS**

CAUSE: The OCR Received Date is greater than spaces and the OCR user has changed a field other than Status Code and Contract Officer.
SOLUTION: Contact the OCR in order to make non-accounting related changes. Accounting changes can be made after the OCR approval process.

M818E   **CAN'T CHG BOTH STAT & APRV DTE**

CAUSE: Attempting to change the Amendment/Change Status Code and the Date Approved field at the same time.
SOLUTION: Change the Date Approved and then change the Amendment/Change Status Code.

M819E   **CONT AMD AMT MUST BE NEGATIVE**

CAUSE: Amendment/Change Type Code equals 'DEC' and the Amendment/Change Amount is greater than zero.
SOLUTION: Change the Amendment/Change Type Code or enter an Amendment/Change Amount that is less than zero.

M820E   **CAN'T CHG-AMD PREVIOUSLY APPVD**

CAUSE: KAMD fields have been changed and a Date Approved exists.
SOLUTION: Remove the Date Approved, if possible. Enter corrections. Contact OCR, if applicable.

M821E   **KOFY SUM NOT = BASE + CHG AMT**

CAUSE: Amendment/Change Amount is greater than the Base Contract Amount.
SOLUTION: Amendment/Change Amount must be less than or equal to the Base Contract Amount.

M822E   CONTRACT ENCUMB - CAN'T CHANGE

CAUSE: User attempted to change the Adjustments amount on KOFY after the contract has been encumbered.

SOLUTION: Once the contract is encumbered, to adjust the contract balance for prior year or prior to converting to CFMS payment processing, the entire fiscal amount(which includes payments already issued to the vendor) must be entered in the KOFY Not To Exceed Amount filed and encumbered. Then enter an accounting change (change type = ADJ) on KAMD for payments already issued and process to encumbrance.

M823E   ADJ AMT > KOFY NTE AMOUNT

CAUSE: Adjustment amount entered is greater than the KOFY Not To Exceed Amount.

SOLUTION: Enter an amount that is less than or equal to the KOFY Not to Exceed Amount.

M824E   CAN'T CHG-CONT PREV ENCUMBERED

CAUSE: Field other than T-Num, Building ID, Status Code, Fiscal Year, Hold Payment Flag, Roll Flag, Performance Code and Received Performance Report have been changed and the contract is encumbered.

SOLUTION: Change only the fields listed above.

M825E   CAN'T USE PYMT% FOR BASIS = S

CAUSE: Payment Billing Basis equals 'S' and a Payment Percent has been changed to a value greater than zero.

SOLUTION: Change the Payment Billing Basis to 'P' (percent) or delete the Payment Percent.

M826E   CAN'T CHG PYMT AMT - STAT > 1

CAUSE: Accounting Distribution status is greater than 1 and the Payment Amount has been changed.

SOLUTION: If the Accounting Distribution status equals 4 change the status to 1. Then enter the new Payment Amount. If the line status equals anything other than 4, the Payment Amount can not be corrected. Process another invoice if the vendor was under paid. If the vendor was over paid enter a credit memo or adjustment, as appropriate.

M828E   CONTRACT PRINT-FLAG MUST = 'Y'

CAUSE: Contract number is greater than spaces, the Amendment/Change Number equals spaces and the Print Original Contract flag equals 'N'.

SOLUTION: Enter an Amendment/Change Number or change the Print Original Contract flag to spaces or 'Y'.

M829E   **PRINT ORIG CONT MUST = Y/N**

CAUSE: A value other than 'Y', 'N' or spaces has been entered in the Print Original Contract field.
SOLUTION: Enter 'Y', 'N' or spaces in the Print Original Contract field.

M830W   **COVER SHEET PRINT SUBMITTED**

CAUSE: The OCR Cover Sheet was successfully submitted for print.
SOLUTION: No action necessary.

M831E   **CAN'T DECREASE > KENT BASE AMT**

CAUSE: Amendment/Change Amount field is a negative amount greater than the KENT Base Contract Amount.
SOLUTION: The amount of the amendment should not exceed the KENT Base Contract Amount.

M832E   **CAN'T CHG - AMD PREV ENCUMBERED**

CAUSE: Contract amendment is encumbered (KCHG Enc Status =E) and the Status Code is changed to 'ENB' or 'ENO'.
SOLUTION: Cannot encumber an amendment that has already been encumbered.

M833E   **CAN'T ADD-OCR DID NOT ADD KENT**

CAUSE: User ID BAAT Executive Agency equals '107OCR' and the contract was not added by Office of Contractual Review.
SOLUTION: Agency must enter the amendment.

M834E   **CAN'T ADD - KENT ADDED BY OCR**

CAUSE: User ID BAAT Executive Agency does not equals '107OCR' and the contract was added by OCR
SOLUTION: Contact the Office of Contractual Review.

M836E   **CNB/SUB CANCELD-CAN'T CHG STAT**

CAUSE: Amendment/Change Type Code of 'CNB' or 'SUB' and changed to a Status Code of 'CXM'.
SOLUTION: Amendment is already canceled, can't use 'CXM'.

M837E   **PERF CODE MUST BE 'N' ON ADD**

CAUSE: Valid value has been entered in the Performance Code field and the function is 'A' or 'Add'.
SOLUTION: Delete the Performance Code.

M838E   PYMT AMT > KOFY NTE AMT

CAUSE: Payment Amount is greater than the KOFY Not To Exceed Amount.
SOLUTION: Enter a Payment Amount less than or equal to the KOFY Not To Exceed Amount.

M839E   CAN'T CHG CONT/AMD/PYMT PROC

CAUSE: Contract, amendment or payment is processed (Status Code is greater than or equal to APC) and the approval status is changed
SOLUTION: Change the contract, amendment, or payment Status Code to RDY, then AIN if they have not already been processed to the accounting system. Then access the approval record in order to approve the document. Otherwise no action is necessary.

M840E   CAN'T PRE-ENC THIS ACCT DIST

CAUSE: Change Number greater than '00' and the Pre-Encumber Status Code being changed to '1'.
SOLUTION: Pre-Encumber Status Code must equal '0'.

M841E   AMOUNT MUST = 0 FOR BASIS = N

CAUSE: Payment Amount entered is not required when the Payment Billing Basis equals 'N' (accounting not required).
SOLUTION: Delete the Payment Amount or change the Payment Billing Basis to 'F' (Frequency).

M842E   PYMT AMT > AVAILABLE BALANCE

CAUSE: Payment Amount entered is greater than the calculated Available Balance on KOF2.
SOLUTION: Enter a Payment Amount that is less than or equal to the Available Balance.

M843E   CAN'T CHANGE FEIN

CAUSE: The 9-digit FEIN has been changed by the Office of Contractual Review (OCR). The contract was added by the agency.
SOLUTION: The Agency must change the FEIN.

M844E   MUST CHG TO AIN FROM STAT

CAUSE: Status Code changed from RDY to a status greater than Approvals Complete (APC).
SOLUTION: Change Status Code to 'AIN'.

M845E   BEGIN PAY DATE REQUIRED

CAUSE: Begin Pay Date is required and has been left blank.
SOLUTION: Enter a valid Begin Pay Date.

M846E   **MUST ENTER D/C VENDOR ON KEN2**

CAUSE: Deferred Comp Amount entered and the Deferred Comp Vendor has not been identified on KEN2.

SOLUTION: In order to process a deferred comp payment, access KEN2 and change the Deferred Comp Billing Basis to 'M' (Manual), 'P' (Percent), or 'S' (Scheduled).

M847E   **CONTRACTING AGENCY MISSING**

CAUSE: Contracting Agency required and has been left blank

SOLUTION: Enter an agency number that is a valid entry on the AGCY table.

M848E   **CONTRACTING AGENCY INVALID**

CAUSE: Contracting Agency number entered is not a valid entry on the AGCY table.

SOLUTION: Enter an agency number that is a valid entry on the AGCY table.

M849E   **CAN'T ADD - RET AMT HELD = 0**

CAUSE: Retainage Partial (RT), Retainage Final (RF), or Retainage Reduction (RE) has been entered and the Retainage Held Amount equals zero.

SOLUTION: No action necessary. Retainage payment can not be entered.

M850E   **RET PYMT > RET AVAIL BAL**

CAUSE: Retainage Partial (RT), Retainage Final (RF), or Retainage Reduction (RE) has been entered and the Retainage Held Amount equals zero.

SOLUTION: Reduce the Retainage Payment to an amount that is less than or equal the Retainage Held Amount on KOF4.

M851E   **AMT PRE-ENCUMBERED CANNOT CHG**

CAUSE: Pre-Encumber Status Code is greater than '3' and the Pre-Encumber/Encumber Amount has been changed.

SOLUTION: Process a change to the Pre-encumbrance by adding another KACG record with a Change Number greater than '00'.

M852E   **USE PYO, NOT PYB, FOR PYMT TYPE**

CAUSE: Payment Type equals 'AD', 'CM', 'NP', 'RF', 'RT', or 'RE' and Status Code has been changed to PYB to process the payment in the nightly cycle.

SOLUTION: Change Status Code to 'PYO' to process the payment online.

M853E   **AMD/CHG AMT > AVAIL BAL**

CAUSE: Amendment/Change Amount entered is negative and greater than the KOFY Available Balance.

SOLUTION: Correct the Amendment/Change Amount on KAMD and KCAC.

M854E   **ADV AMT MUST BE < KOFY NTE ADV**

CAUSE: Advance Amount entered is greater than the KOF3 Not to Exceed Advance Amount.
SOLUTION: Enter an Advance Amount that is less than or equal to the KOF3 Not to Exceed Advance Amount.

M855E   **KACG NOT FOUND FOR FY**

CAUSE: Contract Status Code changed to 'ENO', 'ENB', or 'PEO' and no KACG exists for Fiscal Year displayed on KENT.
SOLUTION: Add KACG for Fiscal Year displayed on KENT.

M856E   **KACG SUM NOT = CURRENT FY SUM**

CAUSE: Encumbered Amount entered on KACG plus the Adjustment Amount entered on KOFY does not equal the KOFY Not To Exceed Amount and the KENT Status Code was changed to 'ENB'.
SOLUTION: Correct the KACG encumbered amount, the KOFC Adjustment Amount or the KOFY Not To Exceed Amount.

M857E   **CAN'T ENB- NO KOFY FOR CURR FY**

CAUSE: Status Code changed to ENB to encumber in nightly and a KOFY record does not exist for the Fiscal Year on the KENT.
SOLUTION: Correct Fiscal Year on KENT or add a KOFY record for the applicable fiscal year.

M858E   **ENTER KSCD, THEN CHG TO S**

CAUSE: Billing Basis changed to 'S' (Scheduled) and a KSCD does not exist.
SOLUTION: Add KSCD record. Then change the Billing Basis to 'S'.

M859E   **ENTER KOFY, THEN CHG TO P**

CAUSE: Billing Basis changed to 'P' (Percent) and the KOFY or KOF3 Not To Exceed Amounts have not been identified.
SOLUTION: Enter KOFY or KOF3 Not To Exceed Amounts.

M860E   **CONT-AMD-AMT NOT = KCAC-SUM**

CAUSE: Sum of the KCAC records entered does not equal the Amd/Chg Amount on the accounting change.
SOLUTION: Correct the KAMD amount or the KCAC amount(s).

M861E   **AT ACCTS - CAN'T CHG**

CAUSE: Document is being processed in the accounting system and the user has attempted to change the record.
SOLUTION: Wait until document has been processed, then correct.

M862E   **CAN'T ADD WITH DIFF ACCT DIST**

     CAUSE: Existing KCAC pre-encumbered; another KCAC with Change Number not equal to '00' and account distribution information different than the base record.

     SOLUTION: Account distribution information must be the same as the base record.

M863E   **STAT VALID FOR AMD OR TRM TYPE**

     CAUSE: Accounting change Status Code changed to 'OCR' in order to allow OCR to review the document.

     SOLUTION: OCR Status Code can not be entered on accounting changes. Accounting changes require agency approval. Submit accounting change to the appropriate agency personnel.

M864E   **ADV AMT > ADV REMAINING BAL**

     CAUSE: Attempt to cancel when Payment Type equals 'AD' and the Payment Amount is greater than the Outstanding Advance Balance on KOF4.

     SOLUTION: Payment cannot be canceled because a portion of the advance issued has already been recouped. Check additional invoices to verify that they were processed with the correct amounts.

M865E   **ERROR DELETING KPAG RECORD**

     CAUSE: Error occurred when the system attempted to insert the KPAG record.

     SOLUTION: Contact the ISIS Help Desk for assistance.

M866E   **ERROR GHU KPAG RECORD**

     CAUSE: Error occurred when the system attempted to read and lock the KPAG record to update. No KPAG record exists with a Status Code '1' (Ready for Accounting) or '2' (Being Processed by Accounting).

     SOLUTION: Change at least one KPAG record to Status Code of '1' .

M867E   **CANCEL RETAIN > RETAIN REMAIN**

     CAUSE: User attempted to cancel a Regular Payment where the Retainage Amount is greater than the retainage balance.

     SOLUTION: Payment can not be canceled.

M868E   **CAN'T CANCEL > RETAINAGE PAID**

     CAUSE: User attempted to cancel a Retainage Payment where the Payment Amount is greater than the retainage paid amount.

     SOLUTION: Payment can not be canceled.

M869E   **CAN'T CHG STAT TO 1; NET-AMT 0**

    CAUSE: KACG Pre-encumber or Encumber Status Code changed to '1' and the Net Amount equals zero.

    SOLUTION: Contact the ISIS Help Desk for assistance.

M870E   **CAN'T CNCL KACG STATUS INVALID**

    CAUSE: KENT Status Code changed to CEN to cancel the encumbrance and the KACG Status Code equals '7' (cancellation failed).

    SOLUTION: Change the Status Code to '6' in order to process the cancellation.

M871E   **RET BILL BASIS INVALID FOR FREQ**

    CAUSE: Payment Billing Basis equals 'F', Payment Frequency equals 'S' or 'B' and Retainage Billing basis equals 'S'.

    SOLUTION: Change Payment Frequency or Retainage Billing Basis.

M872E   **REC BILL BASIS INVALID FOR FREQ**

    CAUSE: Payment Billing Basis equals 'F', Payment Frequency equals 'S' or 'B' and Recoupment Billing basis equals 'S'.

    SOLUTION: Change Payment Frequency or Recoupment Billing Basis.

M873E   **DC BILL BASIS INVALID FOR FREQ**

    CAUSE: Payment Billing Basis equals 'F', Payment Frequency equals 'S' or 'B' and Deferred Compensation Billing basis equals 'S'.

    SOLUTION: Change Payment Frequency or Deferred Compensation Billing Basis.

M874E   **INVALID STAT - CHECK # ISSUED**

    CAUSE: Invoice Status Code changed to 'CXP' or 'CXB' and a Check Number has been assigned.

    SOLUTION: Payment can not be canceled in CFMS. Follow agency check cancellation procedure.

M875E   **CONT APROP-CAN'T USE 13TH MNTH**

    CAUSE: Amount coded in the 13TH month on KSCD or KSC2 and the Continuing Appropriation flag equal 'Y'.

    SOLUTION: Correct the Continuing Appropriation flag or delete the scheduled amount in the 13TH month.

M876E   **USE KINV FOR PROCESSING**

    CAUSE: Non-payable Invoice entered on KNPI and the contract Accounting Required flag does not equal 'X'.

    SOLUTION: Enter invoice on KINV.

M877E   RCVD FACILITY P&C DATE INVALID

CAUSE: Received Facility Planning & Control (FP&C) Date is not a valid date or is not in a valid date format.

SOLUTION: Enter a valid Received FP&C Date as MMDDYY or MM/DD/YY.

M878E   RCVD FPC DATE > CURRENT DATE

CAUSE: Received FP&C Date is greater than the current date.

SOLUTION: Enter a Received FP&C Date that is less than or equal to the current date.

M879E   RCVD FISCAL DATE INVALID

CAUSE: Received Fiscal Date is not a valid date or is not in a valid date format.

SOLUTION: Enter a valid Received Date as MMDDYY or MM/DD/YY.

M880E   RCVD FISCAL DATE > CURR DATE

CAUSE: Received Fiscal Date is greater than the current date.

SOLUTION: Enter a Received Fiscal Date that is less than or equal to the current date.

M881E   FORWARD DATE INVALID

CAUSE: Forward Date is not a valid date or is not in a valid date format.

SOLUTION: Enter a valid Forward Date as MMDDYY or MM/DD/YY.

M882E   FORWARD DATE > CURRENT DATE

CAUSE: Forward Date is greater than the current date.

SOLUTION: Enter a Forward Date that is less than or equal to the current date.

M883E   PAYMENT TYPE INVALID FOR KNPI

CAUSE: Payment Type entered is not a valid entry in BTAB Table KN (CFMS Non-Payable Payment Type).

SOLUTION: Enter a Payment Type that is a valid entry in BTAB Table KN.

M884E   CNB IN PROGRESS

CAUSE: Invoice Status Code changed to PYB, PYC or PYO and KAMD Accounting Change Type CNB exists at RDY status.

SOLUTION: Process CNB to 'ENS' or change the Status Code to 'CXM' to cancel the record.

M885E   USE PYC-TO RESEND ON KNPI

CAUSE: Non-payable payment processed and user changed the Status Code to 'PYO' to send corrections to the accounting system.

SOLUTION: To process corrections to payment, change the Status Code to 'PYC'.

M886E   **USE PYO-TO SEND ON KNPI**

CAUSE: Non-payable payment never processed and user entered 'PYC' in order to process the payment to the accounting system.

SOLUTION: To process payment to accounting system, change the Status Code to 'PYO'.

M887E   **KPAG SUM NOT = NET-TO-VEND-AMT**

CAUSE: Non-payable Net-To-Vendor Amount does not equal the sum of the KPAG records.

SOLUTION: Correct the KNPI Payment and Invoice Amounts or the KPAG Payment Amount.

M888E   **PAYMENT TYPE REQUIRED**

CAUSE: Payment Type is required and has been left blank.

SOLUTION: Enter a valid Non-Payable Payment Type from BTAB 'KN' (CFMS Non-Payable Payment Type)

M889E   **CAN'T CHANGE FISCAL YEAR**

CAUSE: Budget Fiscal Year has been changed.

SOLUTION: Cancel invoice and enter a new invoice, if necessary.

M890E   **CAN ONLY CHANGE TO PYO**

CAUSE: Invoice Status Code changed to 'PYC' (Payment Change) and the existing Status Code is now '933' (At Accounts for Payment). The prior Status Code was 'PYO' (Payment On-line) transaction.

SOLUTION: Change the invoice Status Code to 'PYO' to process the invoice.

M891E   **CAN ONLY CHANGE TO PYC**

CAUSE: Invoice Status Code has been changed to 'PYO' (Payment On-line) and the existing Status Code is now '933' (At Accounts for Payment). The prior Status Code was 'PYC' (Payment Change) transaction.

SOLUTION: Change the invoice Status Code to 'PYC' to process the invoice.

M892E   **USE KNPI FOR NON-PAY CONTRACT**

CAUSE: Non-payable contract invoice entered on KINV.

SOLUTION: Add and/or process non-payable invoices on KNPI.

M893E   **NON-PAY CAN'T USE-EXEC AGCY**

CAUSE: Accounting Required flag equals 'X' identifying the contract as a non-payable contract and the Contracting Agency is not on BTAB table KE (CFMS Exec Agcy Non-Payable).

SOLUTION: Correct the Accounting Required flag or the Contracting Agency.

M895E   **CAN'T USE I/G VEND FOR NP CONT**

CAUSE: Accounting Required flag equals 'X' identifying the contract as non-payable and the Vendor Number entered is an interagency vendor.

SOLUTION: Correct the Vendor Number or the Accounting Required flag.

M898E   **BASE KCAC NOT PRE-ENCUMBERED**

CAUSE: Base KCAC (Change Number equals '00') not pre-encumbered and user is attempting to pre-encumber KCAC for subsequent changes (Change Number greater than 00).

SOLUTION: KCAC can not be pre-encumbered; encumber if necessary.

M899E   **KACG NOT FOUND FOR FISCAL YEAR**

CAUSE: Invoice entered with a Budget Fiscal Year without an existing active KACG record.

SOLUTION: Correct Budget Fiscal Year or process encumbrance for the identified fiscal year.

M900E   **ENTER ONE KPAG AMT - NON-PAY**

CAUSE: Payment Amounts coded to more that KPAG Account Distribution and the Accounting Required flag equals 'X' identifying the contract as non-payable.

SOLUTION: Enter Payment Amount on only one Account Distribution. If additional Payment Amounts must be processed, enter additional KNPI records.

M902E   **DTE APPR MUST = BLANK FOR STAT**

CAUSE: Status Code is less than APC and a Date Approved has been entered.

SOLUTION: Enter Date Approved at APC status or greater.

M903E   **PAYMT AT ACCTS - CAN'T PROCESS**

CAUSE: Invoice Status Code changed to 'PYC' (Payment Change), PYO (Payment On-line) or CXP (Cancel Payment On-line) and another invoice exists at '933' (At Accounts for Payment) or '993' (At Accounts for Payment Cancel) status.

SOLUTION: Process the invoice at '933' or '993' by changing to the prior Status Code and then process the second invoice.

M904E   **SENT TO ACCT-CAN'T CHG TO CXM**

CAUSE: Invoice processed to 'PYS' (Payment Successful in Accounting) and then the Status Code was changed to 'CXM' (Cancel System Record).

SOLUTION: Change the Status Code to 'CXP' (Cancel Payment On-line) to cancel the invoice if a Check Number does not exist or 'CCK' (Cancel Check) if a Check Number exists and then process an a Adjustment type accounting change to the contract encumbrance.

M905E   **ERROR GU KACG RECORD**

       CAUSE: Error occurred when the system attempted to read the KACG record.

       SOLUTION: Contact the ISIS Help Desk for assistance.

M906E   **ERROR GHU KACG RECORD**

       CAUSE: Error occurred when the system attempted to read and lock the KACG record to update.

       SOLUTION: Contact the ISIS Help Desk for assistance.

M907E   **CAN'T CNCL-PYMT > PYMT PROCESS**

       CAUSE: Invoice Status Code changed to 'CXP' (Cancel Payment On-line) and the payment was increased from the original processed amount.

       SOLUTION: Inquire on invoice and then change only the Status Code to 'CXP'. The amount can not be changed on a cancellation.

M908E   **CAN'T ADD/CHG-KACG ENC NOT = 3**

       CAUSE: Attempt to add an invoice for a contract that is not encumbered.

       SOLUTION: Process encumbrance, then add invoice.

M909E   **MUST USE 'RF' FOR FINAL PAYMENT**

       CAUSE: 'RP' entered as Payment Type and the partial Retainage Amount entered equals the retainage balance.

       SOLUTION: Enter 'RF' (final retainage payment) in the Payment Type field or correct the Payment Amount.

M910E   **MUST USE 'RT' FOR PARTIAL PAYMENT**

       CAUSE: Payment Type equals 'RF' (final retainage payment) and the Payment Amount entered is less than the retainage balance.

       SOLUTION: Enter 'RT' (partial retainage payment) in the Payment Type field or delete the invoice and Payment Amount.

M911E   **RF PROCESSED-CAN ONLY CANCEL**

       CAUSE: Final Retainage payment (RF) processed and user attempted to change Status Code other than 'CXP'.

       SOLUTION: Change the status to 'CXP' to cancel the payment, if necessary.

M912E   **MUST CHOOSE 1, 2, 3, 4, OR 5**

       CAUSE: Value other than '1', '2', '3', '4', or '5' entered in the Report Selection field.

       SOLUTION: Enter '1', '2', '3', '4', or '5'.

M913E   **MUST CHOOSE 1, 2, 3, OR 4**

     CAUSE: Value other than '1', '2', '3', or '4' entered in the Report Selection field.
     SOLUTION: Enter '1', '2', '3', or '4'.

M914E   **FROM DATE IS REQUIRED**

     CAUSE: From Date required and has been left blank.
     SOLUTION: Enter a valid date in the From Date field.

M915E   **TO DATE IS REQUIRED**

     CAUSE: To Date required and has been left blank.
     SOLUTION: Enter a valid date in the To Date field.

M916E   **FROM DATE IS INVALID**

     CAUSE: From Date entered is not a valid date.
     SOLUTION: Enter a valid From Date as MMDDYY or MM/DD/YY.

M917E   **TO DATE IS INVALID**

     CAUSE: To Date entered is not a valid date.
     SOLUTION: Enter a valid To Date as MMDDYY or MM/DD/YY.

M918E   **TO DATE IS < FROM DATE**

     CAUSE: To Date entered is less than the From Date.
     SOLUTION: Enter a To Date that is greater than the From Date.

M919E   **PYMT AMT > PYMT PROCESSED**

     CAUSE: Payment Type is CM and the Payment Amount >Payments Processed.
     SOLUTION: Correct the Payment Amount.

M920E   **CAN'T ENTER DATE APVD AT STAT**

     CAUSE: Contract or amendment Status Code is less than APC and the Date Approved has been entered.
     SOLUTION: Process contract or amendment to APC Status Code or greater and then enter the Date Approved.

M921E   **CAN'T CANCEL-PMT NOT PROCESSED**

     CAUSE: Payment Status Code changed to CXP or CXB on record that has not been processed to accounting.
     SOLUTION: To cancel this record, change the Status Code to 'CXM' (Cancel System Record)

M922E   **NBR TOP CONTRACTORS INVALID**

CAUSE: Number of Top Contractors is not numeric.
SOLUTION: Enter a number in the Number of Top Contractors field.

M923W   **PAYMENT = ZERO**

CAUSE: Payment Amount equals zero.
SOLUTION: Process another invoice with a Payment Amount greater than zero. Also check KEN2 and verify that the Payment Billing Basis equals 'M' (manual KINV invoices to be processed).

M924E   **PRT ID NOT DEF ON ABUY/AGCY**

CAUSE: Contract/Amendment Summary Report has been requested and a remote printer id is not defined on ABUY or AGCY.
SOLUTION: Agency System Administrator must add the printer id to the appropriate ABUY record or request that OSIS add the printer id to the AGCY record.

M925E   **INC + ENC AMT > BASE AMT**

CAUSE: Amount of the increase entered plus the amount that is already encumbered is greater than the Base Contract Amount.
SOLUTION: Verify that all prior amendments processed contain a Date Approved. If all dates are entered, change the amount entered to a value less than or equal to the Base Contract Amount minus the KOFY Encumbered amount.

M926W   **REPORT QUEUED TO PRINT**

CAUSE: Report request has been processed successfully.
SOLUTION: No action necessary.

M927E   **NBR TOP CONTRACTORS CANNOT = 0**

CAUSE: Zero entered in the Number of Top Contractors field.
SOLUTION: Enter a number greater than zero in the Number of Top Contractors field.

M928W   **DATE APPROVED IS BLANK**

CAUSE: Contract or amendment interfaced with the accounting system and a valid Date Approved has not been entered.
SOLUTION: If the contract plus the amendment amount is less than $10,000, the agency can approve the record. If the contract plus the amendment amount is greater than $10,000, submit the record to OCR for approval.

M929E   **AUDIT REQUIRED MUST BE Y OR N**

CAUSE: Value other than 'Y' (Yes) or 'N' (No) entered in the Audit Required field.
SOLUTION: Enter 'Y' or 'N' in the Audit Required field.

M930E   **AUDIT DUE DATE REQUIRED**

CAUSE: Audit Due Date required and has been left blank.
SOLUTION: Enter a valid date in the Audit Due Date field.

M931E   **AUDIT TYPE INVALID**

CAUSE: Audit Type entered is not a valid entry on BTAB table - AU.
SOLUTION: Enter a valid Audit Type from BTAB Table - AU.

M932E   **AUDIT TYPE REQUIRED**

CAUSE: Audit Type required and has been left blank.
SOLUTION: Enter a valid Audit Type from BTAB Table - AU.

M933E   **FINDINGS ISSUED MUST BE Y OR N**

CAUSE: Value other than 'Y' (Yes) or 'N' (No) entered in the Findings Issued field.
SOLUTION: Enter 'Y' or 'N' in the Findings Issued field.

M934E   **RES DUE DT NOT > AUD RECD DT**

CAUSE: Resolution Due Date is less than the Audit Received Date.
SOLUTION: Enter a Resolution Due Date that is greater than the Audit Received Date or enter an Audit
              Received Date that is less than the Resolution Due Date entered.

M935E   **RES RECD DT NOT > AUD RECD DT**

CAUSE: Resolution Received Date is less than the Audit Received Date.
SOLUTION: Enter a Resolution Received Date that is greater than the Audit Received Date or enter an
              Audit Received Date that is less than the Resolution Received Date entered.

M936E   **RESOLUTION RESOLVE DT REQUIRED**

CAUSE: Resolution Resolved Date is required and has been left blank.
SOLUTION: Enter a valid date in the Resolution Resolved Date field.

M937E   **FINDINGS RESOLVED MUST = Y/N**

CAUSE: Value other than 'Y' (Yes) or 'N' (No) entered in the Findings Resolved field.
SOLUTION: Enter 'Y' or 'N' in the Findings Resolved field.

M938E   **RESPONSIBLE PERSON REQUIRED**

CAUSE: Responsible Person is required and has been left blank.
SOLUTION: Enter the name of the person responsible for the audit in the Responsible Person field.

M939E   **AUDIT DUE DATE INVALID**

CAUSE: Audit Due Date entered is not a valid date.
SOLUTION: Enter a valid date in the Audit Due Date field.

M940E   **AUDIT RECEIVED DATE INVALID**

CAUSE: Audit Received Date entered is not a valid date.
SOLUTION: Enter a valid date in the Audit Received Date field.

M941E   **RESOLUTION DUE DATE INVALID**

CAUSE: Resolution Due Date entered is not a valid date.
SOLUTION: Enter a valid date in the Resolution Due Date field.

M942E   **RESOLUTION RECEIVED DT INVALID**

CAUSE: Resolution Received Date entered is not a valid date.
SOLUTION: Enter a valid date in the Resolution Received Date field.

M943E   **PHONE NUMBER REQUIRED**

CAUSE: Phone Number is required and has been left blank.
SOLUTION: Enter the telephone number of the name of the person responsible for the audit in the Phone Number field.

M944E   **PHONE NUMBER MUST BE NUMERIC**

CAUSE: Non-numeric value entered in the Phone Number field.
SOLUTION: Enter a valid telephone number in the Phone Number field.

M945E   **AUDIT RECEIVED DATE REQUIRED**

CAUSE: Audit Received Date is required and has been left blank.
SOLUTION: Enter the date the audit was received in the Audit Received Date field.

M946E   **CAN'T ENC - KCAC NOT ACTIVE**

CAUSE: Status Code changed to pre-encumber or encumber and a KCAC does not exist with a status of '1'.
SOLUTION: Change the KCAC Pre-encumber/Encumber Status Code to 1, as appropriate.

M947E   **CAN'T CANCEL THIS AMD/CHG TYPE**

     CAUSE: Status Code on KAMD changed to a cancel status (CEN, CPE or CEB) and the Amendment/Change Type Code equals SUB (substitution).

     SOLUTION: Enter another SUB to correct the incorrect account distribution. A SUB accounting change can not be canceled.

M948E   **CAN'T CHG - OPEN KINV EXISTS**

     CAUSE: Partial/Final indicator equals 'F' and additional invoices exist that have not been processed.

     SOLUTION: If the additional invoices will not be processed, change the Status Code to 'CXM' or change the Partial/Final indicator from 'F' to 'P'.

M949E   **CAN'T CHG - REMAIN BALANCE > 0**

     CAUSE: The Partial/Final Payment flag equals 'F' and the Payment Amount does not equal the KOF2 remaining balance.

     SOLUTION: Correct the Payment Amount or change the Partial/Final flag to 'P'.

M950E   **KENT CONT APPROP - KACG NOT**

     CAUSE: KENT Continuing Appropriation flag equals 'Y' and the KACG account coding entered is non-continuing.

     SOLUTION: Change the KENT Continuing Appropriation flag to 'N' or enter continuing appropriation coding on KACG.

M951E   **KENT NOT CONT APPROP - KACG IS**

     CAUSE: KENT Continuing Appropriation flag equals 'N' and the KACG account coding entered is continuing appropriation.

     SOLUTION: Change the KENT Continuing Appropriation flag to 'Y' or enter non-continuing appropriation coding on KACG.

M952E   **INC NOT ALLOWED ON PRIOR FY**

     CAUSE: Increase accounting change (INC) entered for a prior year.

     SOLUTION: No action necessary.

M953E   **CANNOT ENCUMBER THIS AMD/CHG**

     CAUSE: Fiscal Year on accounting change or amendment entered equals a prior year and/or Change Type equals 'TRM'.

     SOLUTION: Correct Fiscal Year, if necessary. Otherwise, the record can not be encumbered.

M954E   **KENT CONT APPROP - KCAC NOT**

> CAUSE: KENT Continuing Appropriation flag equals 'Y' and the KCAC account coding entered is non-continuing.
>
> SOLUTION: Enter continuing appropriation coding on KCAC.

M955E   **KENT NOT CONT APPROP - KCAC IS**

> CAUSE: KENT Continuing Appropriation flag equals 'N' and the KCAC account coding entered is continuing appropriation.
>
> SOLUTION: Enter non-continuing appropriation coding on KCAC.

M956E   **ROLLOVER-CONT APPROP CONFLICT**

> CAUSE: KENT Continuing Appropriation and Roll flags equal 'Y'.
>
> SOLUTION: Change one of the flags to 'N'.

M957E   **ONLY OCR CAN ADD/CHG RCVD DATE**

> CAUSE: Received Date added or changed by a non-OCR user id (BAAT executive agency does not equal '107OCR').
>
> SOLUTION: Delete the Received Date.

M958E   **ONLY OCR CAN ADD/CHG BUDG DATE**

> CAUSE: Budget Approval Date added or changed by a non-OCR user id (BAAT executive agency does not equal '107OCR').
>
> SOLUTION: Delete the Budget Approval Date.

M959E   **ONLY OCR CAN ADD/CHG LEGL DATE**

> CAUSE: Legal Approved Date added or changed by a non-OCR user id (BAAT executive agency does not equal '107OCR').
>
> SOLUTION: Delete the Legal Approved Date.

M960E   **ONLY OCR CAN ADD/CHG RFP DATE**

> CAUSE: RFP Date added or changed by a non-OCR user id (BAAT executive agency does not equal '107OCR').
>
> SOLUTION: Delete the RFP Date.

M961E   **CAN'T CEN, ADD NEW ACCT CHG**

> CAUSE: Accounting change canceled and the user attempted to cancel the change again.
>
> SOLUTION: Added a new accounting change to correct the accounting line(s), if necessary.

M962E   SELECT AGCY DOESN'T MATCH KONT

CAUSE: Select Agency entered for contract does not match the KONT contracting agency.
SOLUTION: Delete or enter the Contracting Agency from KENT.

M963E   FROM DATE REQUIRED

CAUSE: From Date required and has been left blank.
SOLUTION: Enter a valid date in From Date field.

M964E   ADDRESS IS REQUIRED

CAUSE: Address required and has been left blank.
SOLUTION: Enter a valid address in the Address field.

M965E   AGY OF KEY MUST MATCH RESP AGY

CAUSE: Agency number in contract number key field does not match the responsible agency.
SOLUTION: Change Agency in contract number key field to match the Responsible agency or change the Responsible Agency field to match the Agency in contract number key field.

M967E   FY CAN'T BE > CURRENT FY
CAUSE: Fiscal Year entered is greater than the current year.
SOLUTION: Enter a Fiscal year that is less than or equal to the current year.

M968E   FROM DATE CAN'T BE > CURRENT

CAUSE: From Date entered is greater than the current date.
SOLUTION: Enter a From Date that is less than or equal to the current date.

M969E   SELECTION MUST BE 1,2,3,4 OR 5

CAUSE: Value other than '1', '2', '3', '4', or '5' entered in the Selection field.
SOLUTION: Enter '1', '2', '3', '4', or '5' in the Selection field.

M970E   LTR OR REPT MUST BE L, R, OR B

CAUSE: Value other than 'L' (Letter), 'R' (Report), or 'B' (Both) entered in the Letter or Report selection field.
SOLUTION: Enter 'L', 'R', or 'B' in the Letter or Report selection field.

M971E   FY MUST BE WITHIN KONT BEG/END

CAUSE: Fiscal Year is not in contract dates.
SOLUTION: Enter a fiscal year within the contract dates.

M975E   **STATUS MUST BE 0 ON ADD**

    CAUSE: Status Code on 'Add' is a value other than zero or spaces.
    SOLUTION: Delete or change Status Code to zero.

M976E   **CAN'T CHANGE KARD AT THIS STAT**

    CAUSE: A field has been changed and the Status Code doe not equal '0'(New or Activate Record) or '1' (Ready for Further Processing).
    SOLUTION: Change the Status Code to '1' to change selection criteria.

M977W   **LTR/RPT ROUTED TO PRINT QUEUE**

    CAUSE: Requested report or letter queued to print.
    SOLUTION: No action necessary.

M978E   **CAN'T PROCESS AT VENDOR STATUS**

    CAUSE: Amendment or accounting change entered for contract with vendor status that is not active.
    SOLUTION: Verify vendor status. If correct, amendment or accounting changes can not be entered.

M979E   **CAN'T PROCESS - NO KAUD EXISTS**

    CAUSE: Report or Letter requested for contract number entered can not be generated because a KAUD record does not exist.
    SOLUTION: Enter KAUD record or correct contract number.

M980E   **CAN'T DELETE - KARD EXISTS**

    CAUSE: Attempt to delete a KAUD record and a KARD record exists for contract number.
    SOLUTION: No action necessary. KAUD record cannot be deleted.

M981E   **CONTR NOT ENCUMBERED-USE KACG**

    CAUSE: KCAC entered for a contact that has not been encumbered.
    SOLUTION: Enter KACG record and encumber contract using KENT.

M982E   **KCAC WITH THAT AD # EXISTS**

    CAUSE: KCAC record exists with same Account Distribution and Change Numbers.
    SOLUTION: Change the Change Number to a unique number.

M983E   **NET TO VEND CANNOT BE NEGATIVE**

    CAUSE: Net-to-Vendor Amount is less than zero.
    SOLUTION: Correct Retainage, Recoupment and/or Deferred Compensation Amount.

M984W   VERIFY FUNDING SOURCES ON KEN2

CAUSE: Changed Status Code to RDY on KAMD for an AMD type change.
SOLUTION: Verify funding sources, if necessary.

M985E   ONLY OCR CAN CHANGE OCR APVD

CAUSE: Agency user is attempting to change the OCR APVD field on KENT or the OCR APPVD field on KAMD.
SOLUTION: Once OCR has approved a contract or amendment record, only OCR can change theOCR APVD field on KENT or the OCR APPVD field on KAMD.

M986E   SELECTION MUST BE Y OR N

CAUSE: Value other than 'Y' (Yes) or 'N' (No) entered in the OCR APVD field on KENT, OCR APPVD field on KAMD, or the ADDED BY OCR field on KEN2.
SOLUTION: Enter 'Y' or 'N' in the OCR APVD field on KENT, OCR APPVD field on KAMD, or the ADDED BY OCR field on KEN2.

M987E   EFF FRM DATE OUTSIDE CONT DATE

CAUSE: Date entered on KINV in the EFFECTIVE BILLING FROM field is outside of the Contract begin and end dates.
SOLUTION: Enter a valid date in the EFFECTIVE BILLING FROM field on KINV.

M988E   EFF TO DATE OUTSIDE CONT DATE

CAUSE: Date entered on KINV in the EFFECTIVE BILLING TO field is outside of the Contract begin and end dates.
SOLUTION: Enter a valid date in the EFFECTIVE BILLING TO field on KINV.

M989E   AGENCY NOT AUTH FOR DOC TYPE

CAUSE: Agency is not listed on BTAB, Type Table 'DA' as authorized to use document type.
SOLUTION: Correct document type or request authorization to use document type from the OCR.

M990E   CAN'T CANCEL > AVAIL BAL

CAUSE: KAMD status code is being changed to 'CEN'. Amount being canceled on KAMD Change Types 'AMD', 'SUB', 'INC', 'DEC' or 'ADJ' is greater than the available balance on KOFY.
SOLUTION: Process an Accounting Change Type on KAMD to increase or decrease the encumbrance.

M991E   **ENC AMOUNT > BASE AMOUNT**

CAUSE: KENT or KAMD status code is being changed to 'ENO' or 'ENB' and the overall encumbered amount for this contract will exceed the base amount on KENT.

SOLUTION: Total Net Encumbrance for all fiscal years plus the P-E/Enc Amount from KACG or KCAC exceed the base amount on KENT. Check all AMD Change Types to see if a date approved exists or decrease the P-E/Enc Amount on KACG or KCAC. If you are changing the P-E/Enc Amount, the KOFY Not To Exceed Amount for the current fiscal year may need updating.

M992E   **CAN'T CHG AMOUNT – KENT AT ENB**

CAUSE: KACG P-E Enc Amount is being changed and the status code on KENT equals 'ENB'.

SOLUTION: Change the status code on KENT to 'RDY'. Once KENT status code is at 'RDY', change the P-E Enc Amount on KACG. The KOFY Not To Exceed Amount may need to be updated. To return the status code on KENT to 'ENB' you would follow the basic required process flow (RDY→AIN→APC).

M993E   **ADD KCAC BEFORE AIN – ACCT CHG**

CAUSE: KAMD status code is being changed to 'AIN' and no KCAC exists or KAMD Change Type is 'CNB' and KOF2 available balance equals '0'.

SOLUTION: A KCAC is required for KAMD Change Types 'INC', 'DEC', 'SUB', 'CHG' and 'ADJ' before the KAMD status code can be brought to 'AIN'. Enter KCAC before changing the status code on KAMD to 'AIN'. If processing a 'CNB' Change Type on KAMD, KOF2 available balance must be > '0'. If the KOF2 available balance is not > '0', cannot process 'CNB'.

M994E   **CONT-AMD-AMT < KCAC SUM**

CAUSE: KAMD Amd/Chg Amount is being changed to an amount less than the KCAC P-E Enc Amount.

SOLUTION: The KAMD Amd/Chg Amount and the total of all KCAC P-E Enc Amount fields must be equal. Change the KAMD Amd/Chg Amount or the KCAC P-E Enc Amount to equal.

M995E   **CONT-AMD-AMT > KCAC SUM**

CAUSE: KAMD Amd/Chg Amount is being changed to an amount greater than the KCAC P-E Enc Amount.

SOLUTION: The KAMD Amd/Chg Amount and the total of all KCAC P-E Enc Amount fields must be equal. Change the KAMD Amd/Chg Amount or the KCAC P-E Enc Amount to equal.

M996E   **KCAC SUM IS POSITIVE**

CAUSE: KAMD Amd/Chg Amount is being changed to a negative amount and the KCAC Action Code equals 'C' or 'I'.

SOLUTION: Change the KAMD Amd/Chg Amount to a postive amount that equals the total of all KCAC P-E Enc Amount fields or change the KCAC Action Code to an R.

M997E   **KCAC SUM IS NEGATIVE**

     CAUSE: KAMD Amd/Chg Amount is being changed to a positive amount and the KCAC Action Code equals 'R'.

     SOLUTION: Change the KAMD Amd/Chg Amount to a negative amount that equals the total of all KCAC P-E Enc Amount fields or change the KCAC Action Code to a 'C' or 'I'.

M998W   **REC CANCELLED-DATE APRV EXISTS**

     CAUSE: KAMD status code is being changed to 'CXM' and a valid date approved exists.

     SOLUTION: Delete the date approved entered on KAMD

M999E   **CAN'T APRV – OCR APPROVAL REQD**

     CAUSE: Date approved is being entered by a userid Executive Agency that does not equal '107OCR' on KENT or KAMD Change Types 'AMD' or 'TRM' and an Office of Contractual Review Number exists for this contract.

     SOLUTION: Contact the Office of Contractual Review.

N001E   **DEFERRED COMP PYMT IN PROG**

     CAUSE: Value of 'N' (Not Applicable) is being entered into the Deferred Comp Billing Basis on KEN2 and a invoice on KINV equals status code 'PYB'.

     SOLUTION: Wait until the nightly cycle has processed the invoice on KINV at status code 'PYB' to a 'PYS' status code or drop the invoice on KINV at a 'PYB' status code to a 'RDY' status code. Once the KINV status code equals 'RDY', go to KEN2 and change the Deferred Comp Billing Basis to an 'N' (Not Applicable).

N002E   **MUST CHG APVD TRM TO RDY**

     CAUSE: Date approved is being entered on KAMD Change Types 'AMD' or 'TRM'.

     SOLUTION: A KAMD Change Type 'TRM' exists with an approval date. If Agency user, drop KAMD Status Code to 'RDY', which would delete the approval date. If OCR user, delete the approval date on KAMD. User would then be able to approve KAMD Change Types 'AMD' or 'TRM'.

N003E   **NOT AUTH FOR PAYING AGCY**

     CAUSE: User is trying to ADD or CHANGE the paying agency on KACG or KCAC.

     SOLUTION: User does not have maintenance authority on BAAT for the paying agency being entered on KACG or KCAC.

N004E   **MUST USE PAPV TO APV CFMS DOC**

     CAUSE: User is trying to approve a CFMS document on PASM.

     SOLUTION: Use PAPV to approve all CFMS documents requiring electronic approval.

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